Taft College POCR Procedure
2/15/2024

Taft College is committed to providing high-quality online courses that meet the needs of diverse learners and adhere to established standards of excellence in online education. The CVC-OEI @ONE's Peer Online Course Review (POCR) process serves as a valuable mechanism for ensuring the quality and effectiveness of our online courses. This document outlines the procedures for conducting POCR evaluations and implementing recommendations for continuous improvement.

1. Procedure Objectives

The TC POCR group will:

1. Help faculty undergoing the POCR process at Taft College meet or surpass established quality standards.
2. Offer constructive feedback and support to faculty members who volunteer to have their online courses reviewed, aiding them in enhancing their course design and delivery.
3. Foster a culture of continuous improvement in online course design and instruction.

2. Scope

1. These procedures applies to online courses that volunteer to have their courses reviewed by the POCR Cohorts.
2. Faculty members teaching online courses are encouraged but not required to be POCR certified.

3. Procedures:

3.1 Course Submission:

- Faculty members teaching online courses who wish to submit their courses for POCR evaluation must first meet with the Distance Education Director (POCR Lead).
  - Before proceeding with the POCR process and requesting a review from the TC POCR Cohort, faculty members must first complete the Course Design Resources Canvas shell provided by the CVC-OEI. Additionally, they must complete the POCR Course Review Prep Checklist.
    - This resource offers detailed insights into each aspect of the POCR Rubric, along with illustrative examples for achieving alignment. It's essential to note that while the Course Design Resources Canvas shell serves as a valuable resource, it does not substitute official training.
- Courses must be evaluated through the designated submission portal provided by CVC-OEI @ONE.

- The DE Director (who serves as TC's POCR Lead) will reach out to the CVC-OEI POCR Rep (support@cvc.edu)

3.2 Peer Review Process:

- Upon submission, courses will undergo peer review by trained TC faculty members.
  - To become a POCR-certified peer reviewer, you must take the 4-week training ([Peer Online Course Review](#)). If you're interested in becoming a POCR-Certified peer reviewer, please reach out to the POCR Lead for guidance.
- Peer reviewers will assess courses based on the established rubric, which aligns with the CVC-OEI Course Design [Rubric](#) standards.
- Reviewers will provide feedback and recommendations for improvement based on the evaluation criteria.
- The reviewers (consisting of cohorts (at least 3 faculty members)) will have an initial meeting to discuss the overall course that will be reviewed.
  - The cohort (review team) will ideally consist of the following:
    - 1-Subject Matter Expert
    - 1-Accessibility expert
    - 1 or more regular faculty members
      - If a faculty member who is also a peer reviewer has their course under review, they are ineligible to participate as a member of the review team for that particular course.
    - To join the POCR cohort, a faculty member must consult with the Vice President of Instruction.
      - Compensation for participation in the POCR cohort is outlined in the collective bargaining agreement between Taft College faculty and the Vice President of Instruction.
- The initial meeting will cover the following:
  - Timeline for how long the reviewers will take to review the course (usually 3-4 weeks).
  - Ensure that all reviewers have access to the Sandbox course.
    - All reviewers will have faculty roles.
  - The POCR Lead will answer any questions regarding the overall course and structure.
    - The faculty member having their course reviewed is welcome to attend that initial meeting but is not required.

3.3 Faculty Response and Revisions:
- Before the cohorts discuss their findings, each faculty member must email their responses to the POCR Lead.
- The cohort will convene either face-to-face or online via Zoom for collaborative discussions on their findings. During these deliberations, faculty members will substantiate their alignment choices with evidence and rationale.

- If the faculty member whose course underwent review is present, they will provide an estimated timeline for revisions, typically within one month. This timeframe may vary based on the extent of revisions needed to achieve alignment.
  - If the faculty member is not in attendance, the POCR Lead will schedule a meeting with them to discuss the cohort's review results.

3.4 Final Review and Certification:

- After revisions, courses may undergo a final review to ensure that recommended changes have been implemented effectively.
  - The instructor will notify the POCR Lead once the revisions are finished.
  - The POCR Lead will communicate with the cohort via email to notify them of the next steps. Subsequently, the cohort will collectively decide whether to convene for a final review session or proceed with submitting the course for official POCR certification through the CVC-OEI.
    - If the cohort opts for a final review, they will focus solely on evaluating the revisions made to achieve alignment, rather than reviewing the entire course again.
- Once the cohort confirms that the course is authentically aligned, the POCR Lead will proceed to submit the course to CVC-OEI using the [Smartsheets application portal](#).
- Once courses meet the established quality standards, they will be certified as POCR-compliant.

3.5 Monitoring and Compliance:

- The POCR Lead will oversee the implementation of the POCR procedures.
- Compliance with POCR requirements will be monitored regularly to ensure that all online courses adhere to quality standards.
  - If significant changes are made to the POCR standards, the POCR Lead will notify the cohorts and faculty members of the changes made.

3.6 Professional Development and Support:

- The Department of Distance Education will provide faculty members with training and resources to support effective online course design and delivery.
- Faculty members are encouraged to participate in professional development opportunities related to online teaching and course design.

4. Review and Revision:

- This procedure will be reviewed periodically to ensure alignment with best practices and evolving standards in online education.

- The review of the Taft College POCR Procedure is scheduled to take place annually, typically at the start of each academic year, often coinciding with in-service events.

- Revisions may be proposed by the POCR cohorts and POCR Lead based on feedback from stakeholders and changes in regulatory requirements.

5. Communication:

- These procedures will be communicated to all faculty members involved in online course delivery.
- Updates and revisions to the procedure will be communicated through official channels, including email announcements and the college website.

6. Enquiries:

- For questions or concerns regarding the POCR policy and procedures, faculty members may contact the POCR Lead or POCR cohort member.